

Check List for Permittees and DMR-QA Study 23 Schedule

BY MAY 23, 2003

STEP 1 - Submit verification of receipt of this package via email or regular mail (see page 2). ☐

STEP 2 - Review Permit, Lab Certificate, Lab Codes, Identification Numbers, etc. ☐

BY JUNE 2, 2003

STEP 3

Do you use ONLY an in-house lab?

a) Order test samples from a Provider using your EPA labcode. ☐

OR

Do you use an in-house AND a contract lab?

a) Order test samples from a Provider using your EPA labcode. ☐

b) Instruct contract lab to order test samples and perform analyses. ☐

OR

Do you use ONLY a contract lab?

a) Instruct contract lab to order test samples and perform analyses. ☐

BY THE PROVIDER'S REPORTING DEADLINE AND BEFORE AUGUST 29, 2003

STEP 4 - Conduct analyses and complete Provider Data Forms (sent with samples) and NPDES Permittee Data Report Form (four-page form in study package or Provider-supplied cover sheets). ☐

STEP 5 - For each Provider used, attach the NPDES Permittee Data Report Form to the Provider Data Form. These are your completed "Data Packages." ☐

STEP 6 - Make two copies of the Data Package(s). ☐

STEP 7 - Mail the signed original Data Package(s) to your sample Provider and a copy to your state and Regional coordinators. Maintain a copy for your records. ☐

BY OCTOBER 31, 2003

STEP 8 - Test results will be sent to permittees and state and Regional NPDES Permit Authorities. ☐

BY DECEMBER 8, 2003

STEP 9 - If any data are reported as "not acceptable," negotiate any corrective actions with the state or Regional NPDES Permit Regulatory Authority and submit a signed corrective action report. ☐

You have completed your reporting for DMR-QA Study 23

Definitions

Provider = NIST NVLAP-Approved contract laboratory that manufactures standard test samples.

Provider Data Form = Report form sent with the samples to be completed by the laboratory conducting the QA tests; data from these forms will be analyzed by the Provider to determine testing proficiency.

Data Package = The complete set of data containing the Provider Data Form(s) and the 4-page EPA form contained in this study package; some Providers may supply this form with the results of their data analyses.